

**COUNTY OF CARTERET  
BOARD OF COMMISSIONERS  
REGULAR SESSION – 6:00 P.M.  
COMMISSIONERS' BOARDROOM  
JUNE 4, 2018**

The Honorable Carteret County Board of Commissioners sat in regular session on Monday, June 4, 2018, at 6:00 p.m. Present were: Chairman Mark Mansfield, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Jonathan Robinson, Bill Smith, and Ed Wheatly.

**I. MEETING CALLED TO ORDER**

Chairman Mansfield called the meeting to order. Mr. Carl Tilghman provided the invocation. All present recited the Pledge of Allegiance.

**II. CONFLICT OF INTEREST/CELL PHONE STATEMENT**

Chairman Mansfield called for any conflicts of interest by the Board and asked that all cell phones and personal devices be turned off. There were no conflicts of interest.

Commissioner Smith asked for a moment of silence in honor of Mr. Tony Spencer, former Director of Emergency Communications for Carteret County, who recently passed away.

**III. ADOPTION OF AGENDA**

**Motion:** Commissioner Smith made a motion to adopt the agenda as presented; seconded by Commissioner Wheatly. **Motion carried unanimously.**

The agenda was as follows:

**CARTERET COUNTY  
BOARD OF COMMISSIONERS  
REGULAR SESSION  
COMMISSIONERS' BOARDROOM  
JUNE 4, 2018  
6:00 P.M.**

- |  |                    |
|--|--------------------|
| I. Meeting Called to Order/Pledge of Allegiance/<br>Invocation | Chairman Mansfield |
| II. Conflict of Interest/Cell Phone Statement                  | Chairman Mansfield |
| III. Adoption of Agenda  | Board              |
| IV. Consent Agenda   | Board              |

1. Approval of May 7, 2018 Minutes
  2. Approval of Renewal of Workers' Compensation, Property & Liability Insurance Coverage
  3. Approval of Agreed Upon Engagement Services with RSM (Auditing Firm)
  4. Award of Western Library Expansion Project to Harbor Point Contracting: \$344,750
- V. Public Hearing to Receive Public Comment on the Fiscal Year 2018-19 County Government Budget
- VI. Public Hearing – Road Name Change – Change Sprookeys Road to Country Living Lane in Morehead City Maureen Dougherty
- VII. Continued Budget Discussion Tommy Burns & Dee Meshaw
- Fire & EMS Budget Mark Shouse
- VIII. Manager's Report Tommy Burns
- IX. Commissioners' Comments Board
- X. Adjournment Board

#### IV. APPROVAL OF CONSENT AGENDA

**Motion:** Commissioner Comer made a motion to adopt the consent agenda as presented; seconded by Commissioner Smith. **Motion carried unanimously.**

The consent agenda was as follows:

1. Approval of May 7, 2018 Minutes
2. Approval of Renewal of Workers' Compensation, Property & Liability Insurance Coverage

Denise H. Meshaw, CPA  
Assistant County Manager  
Finance Department

#### CARTERET COUNTY FINANCE




Tel: (252) 728-8410  
Fax: (252) 728-8424  
deem@carteretcountync.gov  
www.carteretcountync.gov

To: Board of Commissioners  
From: Dee Meshaw, Assistant County Manager Finance  
Date: June 4, 2018  
Subject: Workers' Compensation, Property and Liability Insurance

For your consideration is a request to renew Workers' Compensation, property and liability insurance coverage with NC Association of County Commissioners for fiscal year 2019. The annual insurance premiums are \$656,908, with \$302,838 in Workers' Compensation premiums and \$354,070 in property and liability premiums. The funding is included in the FY19 recommended budget. Staff recommends renewing our insurance with NC Association of County Commissioners. This will be effective July 1, 2018 through June 30, 2019.



 **NCACC Risk Management Pools  
Liability and Property**

Payment Plan Available: Liability & Property Pool  
County or Entity: **CARTERET COUNTY** Quoted on: **4/27/2018**

**Annual Payment Plan:** **\$475,482**

**We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.**

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature \_\_\_\_\_

Printed Name MARK MANSFIELD

Print Title CHAIRMAN, BOARD OF COMMISSIONERS

Date 06/04/18


This instrument has been pre-audited in the manner required by the Government Budget and Fiscal Control Act.

Financial Officer:

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please sign and return the accepted proposal by June 15th, 2018.*

 **NCACC Risk Management Pools  
Workers Compensation**

Payment Plan Available: Workers' Compensation Pool  
County or Entity: **CARTERET COUNTY** Quoted on: **4/27/2018**

**Annual Payment Plan:** **\$316,928**

**We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.**

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature \_\_\_\_\_

Printed Name MARK MANSFIELD

Print Title CHAIRMAN, BOARD OF COMMISSIONERS

Date 06/04/18

This instrument has been pre-audited in the manner required by the Government Budget and Fiscal Control Act.

Financial Officer:

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please sign and return the accepted proposal by June 15th, 2018.*

### 3. Approval of Agreed Upon Engagement Services with RSM (Auditing Firm)





May 8, 2018

Carteret County Board of Commissioners  
Mr. Mark Mansfield, Chairman  
Carteret County, NC  
302 Courthouse Square  
Beaufort, North Carolina 28516

RSM US LLP

Attention: Mr. Mansfield

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for Carteret County, NC (County) with respect to certain records and transactions of Carteret County for the North Carolina State Auditor's purpose of determining compliance with the eligibility intake functions for certain federal programs at County governments and health districts for the year ending June 30, 2018. The specific procedures to be performed are described in Attachment B in the Letter of Instruction to Auditor's Testing for the Eligibility Intake Function for Certain Federal Programs at County Governments and Health Districts dated March 20, 2018 issued by the North Carolina Office of State Auditor (NCOSA) and are included in Attachment A to this letter.

#### **Engagement Services**

Our engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Because the procedures included in the attachment to this letter do not constitute an audit made in accordance with generally accepted auditing standards, we will not express an opinion on any of the specific elements, accounts, or items referred to in our report or on the financial statements of the Carteret County taken as a whole.

At the conclusion of our engagement, we will submit a report in letter form outlining the procedures performed and our findings resulting from the procedures performed.

Our report will contain a statement that it is intended solely for the use of Carteret County and the NCOSA and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Should you desire that others be added to our report as specified parties, please contact us as it will be necessary to obtain their agreement with respect to the sufficiency of the procedures for their purpose.

Our report will also contain a paragraph pointing out that if we had performed additional procedures or if we had conducted an audit in accordance with generally accepted auditing standards, matters in addition to any findings that may result from the procedures performed might have come to our attention and been reported to you.

The procedures that we will perform are not designed and cannot be relied upon to disclose errors, fraud, or illegal acts, should any exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

Furthermore, the procedures were not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to management and the County board of commissioners any significant deficiencies or material weaknesses that become known to us during the course of the engagement.

#### **Carteret County's Responsibilities**

The sufficiency of the procedures included in the attachment is solely the responsibility of the NCOSA and Carteret County. We make no representation regarding the sufficiency of the procedures described above either for the purpose for which these services have been requested or for any other purpose.

In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers or others.

The County agrees that it will not include our reports, or otherwise make reference to us, in any public or private securities offering without first obtaining our consent. Any request to consent is also a matter for which separate arrangements will be necessary. After obtaining our consent, the County also agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the County seeks such consent, we will be under no obligation to grant such consent or approval.

#### **Carteret County's Records and Assistance**

If circumstances arise relating to the condition of the County's records, the availability of appropriate evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the engagement or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the County's books and records. The County will determine that all such data, if necessary, will be so reflected. Accordingly, the County will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by your personnel in the preparation of schedules and analyses of accounts has been discussed and coordinated with Dee Meshaw, Carteret County's Assistant County Manager & Finance Officer. The timely and accurate completion of this work is an essential condition to our completion of our services and issuance of our report.

#### **Fees, Costs, and Access to Documentation**

Our fees for the services described above are based on the time required by the individuals assigned to the engagement, plus direct expenses. Our fees for performing the agreed upon procedures attestation services for the County will be billed at \$120 per hour. We will submit our bill for services promptly upon rendering the special report. Billings are due upon submission.

In the event we are requested or authorized by Carteret County or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Carteret County, Carteret County will, so long as we are not a party to the proceeding



in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

Our professional standards require that we perform certain additional procedures on current and previous years' engagements whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client. Accordingly, the County agrees it will compensate RSM US LLP for any additional costs incurred as a result of the County's employment of a partner or professional employee of RSM US LLP.

If any term or provision of this agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

#### Information Security – Miscellaneous Terms

RSM US LLP is committed to the safe and confidential treatment of the County's proprietary information. RSM US LLP is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The County's agrees that it will not provide RSM US LLP with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the County's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

RSM US LLP may terminate this relationship immediately in its sole discretion if RSM US LLP determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or RSM US LLP's client acceptance or retention standards, or if the County is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the County or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

This letter constitutes the complete and exclusive statement of agreement between RSM US LLP and Carteret County, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

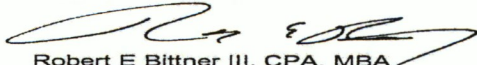
#### Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a

signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

If this letter defines the arrangements as Carteret County understands them, please sign and date the enclosed copy and return it to us. We appreciate your business.

RSM US LLP

  
Robert E Bittner III, CPA, MBA  
Senior Manager

Confirmed on behalf of the addressee:

06/04/18

This instrument has been preaudited in the manner  
required by the Local Government Budget and Fiscal Control Act.

Carteret County Finance Director



**Attachment A  
List of Agreed-Upon Procedures  
Instructions**

**Introduction**

The North Carolina Office of the State Auditor (OSA) has prepared this document to provide guidance to the auditors performing procedures under the Agreed-Upon Procedures related to eligibility determination of designated programs.

The procedures here are not intended to, and do not, constitute an audit in accordance with Generally Accepted Government Auditing Standards or Uniform Guidance. The procedures included are for the purpose described. It is the responsibility of the auditor of the county to carry out the Agreed-Upon Procedures and report the results in accordance with the applicable standards. The county auditor will assume the risk that misapplication of these procedures may result in inappropriate results being reported to OSA.

**Relevant Federal Programs**

For the fiscal year ending June 30, 2018, the following programs with split eligibility determination functions have been determined to be major for the State of North Carolina and will be included in the scope of this AUP:

- Medicaid

This scope is what is known as of the date of the letter to which this is attached. Should there be any changes to the scope, notification will be made in additional correspondence.

**Overall Engagement Objectives**

The overall objective of this engagement is to confirm that participants included in the sample provided were correctly determined eligible for the selected certification period (applicable to the payment selected) by re-performing the eligibility determination for the participant in accordance with the Eligibility Review Document provided by the NC DHHS.

**Eligibility Testing Procedures**

The auditor for each county will receive a listing of participants and correlating certification period to be tested. Instructions for obtaining the sample items are included in Attachment E. **The total sample size for each county for fiscal year 2018 will be 96.**

For each participant included in the listing provided, the auditors will re-perform the eligibility determination process, including the inspection of required documentation that supports eligibility, to confirm that the participant for which funds were paid was eligible in accordance with Eligibility Review Document provided by the NC DHHS for the period selected.

For each participant for which a payment was selected, all evidence supporting the eligibility determination should be inspected to confirm that information was accurately and completely input into the system for consideration in the determination process. The county auditor should confirm that all information entered into the system supported the determination of eligibility. The county auditor must **re-perform the eligibility determination**. The auditor must use the DHHS provided eligibility checklist document when re-performing eligibility determination. This document is available on the LGC website.

If the county auditor finds that the information supporting the eligibility determination was not accurate or was not complete, or if the county auditor finds that the necessary evidence was not obtained, an error should be noted in the process and the auditor should re-perform the eligibility determination in its entirety to confirm that the recipient was eligible to receive program benefits. **Note: It is not an option to run the participant through the system again.**

Since the sampling unit is based on a specific payment, the procedures are based only on the certification period for the selected claim.

Auditors will document errors related to the eligibility process (technical or eligibility errors, as discussed later) in the Error Documentation Template (Attachment D).

**Program Specific Information**

**Medicaid:** The Medicaid sample provided should only include participants receiving benefits whose eligibility determination or re-determination was based on the non-MAGI (Modified Adjusted Gross Income) methodology. See Part 4 of the *OMB Compliance Supplement*, section E. *Eligibility* for Medicaid for additional details. If your sample item is determined under the MAGI methodology, please replace the item using the replacement items provided by the NC OSA.

If a participant is found to be presumptively eligible for a program based on eligibility for a different program determined at the county, the eligibility intake process and compliance with federal regulations must be tested based on the requirements of the originating program. For example, if a recipient is presumptively eligible for the Medicaid program based on eligibility for the TANF program, then the recipient should be audited for the requirements of the TANF program.

If a participant is found to be presumptively eligible for a program based on eligibility determination performed by a federal program such as Medicare or Social Security Insurance (SSI), the eligibility for those federal programs should be verified and these participants will be considered eligible for the program.

**Errors**

Document any errors using the Error Documentation Template (Attachment D). This template should be completed for each audited program in order to determine the proper error amount (questioned cost). This document allows for both technical errors and eligibility errors to be documented. Technical errors are errors that do not change the participant's eligibility status. There will not be an associated error value for technical errors. Errors impacting a participant's eligibility status would have an associated error value and should be considered an eligibility error.

For each error you must also document the cause of the issue. Copies of the error(s) for eligibility should be submitted as additional documentation to support noted errors. For example, if there was an income source that was not included in the original determination within NC FAST, we would like a copy of the original screen showing that the source was excluded, and a copy of the verification that was used to identify the missing income source. Documentation should only be sent for errors that impacted eligibility.

Please submit the error documentation when completed in Excel format.

**GAGAS Communications**

In the event the procedures performed disclose significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreement, or abuse come to the auditors' attention that warrant the attention of those charged with governance, GAGAS requires that auditors should communicate such matters to audited entity officials.

**Knowledge of Matters Outside of Agreed-Upon Procedures**

Although the county auditor need not perform procedures beyond the agreed-upon procedures, if in connection with the application, and through the completion of, the agreed-upon procedures engagement, matters come to the county auditor's attention by other means that significantly contradict the subject matter or assertion referred to in the AUP report, the county auditor should include this matter in the AUP report.

**Representation Letter**

In accordance with standards, we request that you obtain written representation from the County's management regarding their compliance with the applicable eligibility functions of the identified federal programs. These representations may be tailored to cover specific assertions and matters unique to the entity. (Note: The date of the written representation should be the same as the report date.)

**Submission and Required Forms**

We request that you submit all required forms to the NC Office of the State Auditor after completion. The instructions for uploading this information can be found at Appendix E.

The forms that should be submitted are as follows:

- Error Documentation Template (and any supporting documentation)
- Independent Accountant's Report

4. Award of Western Library Expansion Project to Harbor Point Contracting: \$344,750



## PLANNING AND DEVELOPMENT

Eugene Foxworth  
Director



Beaufort Office  
Western Office

Phone 252-728-8545  
Phone 252-222-5833

**MEMORANDUM**

DATE: 5/29/18  
TO: Board of Commissioners  
CC: Tommy Burns, County Manager  
FROM: Eugene Foxworth, Assistant County Manager *efw*  
RE: Western Library Expansion- Award

As you are aware and as was discussed at the May 21, 2018 County Commissioners Meeting the County has received bids for the expansion of the Western Library on Taylors Notion Road in Cape Carteret. Coastal Architecture is the firm assisting us with this and has made a recommendation of award to Harbor Point Contracting in the amount of \$344,750.00. This was the low bid. I have attached the Bid Tabulation for the same.

Please let me know if you have any questions.

**Western Carteret Library Addition**

Cape Carteret, North Carolina

**Coastal**  
Architecture

**Unofficial Bid Tabulation**

4/18/2018

Contractor	License #	Base Bid	Alt No 1	Alt No 2	Alt No 3
L.A. Downey & Sons, Inc.	1774	\$396,694.00	\$17,578.00	\$14,251.00	\$7,428.00
Wimco	3478	\$435,464.00	\$23,302.00	\$3,200.00	\$3,467.00
Farrlor and Sons	3934	\$428,000.00	\$25,000.00	\$15,000.00	\$4,000.00
Joyce & Associates Construction, Inc.	47948	\$485,000.00	\$20,000.00	\$3,500.00	\$5,100.00
Primus Contracting, Inc.	72610	\$414,750.00	\$18,000.00	\$10,000.00	\$7,000.00
Pro Construction	26879	\$422,210.00	\$15,700.00	\$6,550.00	\$4,467.00
Stocks & Taylor Construction	69066	No Bid	-	-	-
Watermark	-	No Bid	-	-	-
Harbor Point Contracting	58326	\$344,750.00	\$15,500.00	\$7,000.00	\$7,500.00
Larion Humphrey	-	No Bid	-	-	-
Fasco	8015	\$399,000.00	\$15,840.00	\$10,134.00	\$8,900.00
TE Davis	60349	\$406,763.00	\$20,950.00	\$22,500.00	\$5,900.00

## V. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FISCAL YEAR 2018-19 COUNTY GOVERNMENT BUDGET

**Motion:** Commissioner Smith made a motion to open the public hearing to receive public comment on the fiscal year 2018-19 County Government Budget; seconded by Commissioner Comer. **Motion carried unanimously.**

No one wished to speak in the public hearing.

**Motion:** Commissioner Smith made a motion to close the public hearing; seconded by Commissioner Farrington. **Motion carried unanimously.**

Board of Commissioners  
Mark Mansfield, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Jonathan Robinson  
Bill Smith  
Ed Wheatly



County Manager  
Tommy R. Burns  
Clark to the Board  
Rachel B. Hammer

### Public Notice Carteret County 2018-2019 Fiscal Year Budget Public Hearing

The Carteret County Board of Commissioners will hold a public hearing on Monday, June 4, 2018 at 6:00 p.m. The purpose of the public hearing is to receive comment on the fiscal year 2018-19 proposed budget. The proposed budget is \$114,021,210 and the recommended general fund ad valorem tax rate is 31 cents per \$100 assessed valuation. The meeting will be held in the Carteret County Commissioners' Board Room, located on the second floor of the Carteret County Administration Building, 302 Courthouse Square, Beaufort, NC.

A copy of the recommended budget is available for public inspection in the County Manager's Office in the Administration Building and also available on the County's website at [www.carteretcountync.gov](http://www.carteretcountync.gov).

*Mark Mansfield*  
Mark Mansfield, Chairman  
Carteret County Board of Commissioners

Carteret News-Times-Sunday, May 27, 2018  
Sunday, June 3, 2018



## VI. PUBLIC HEARING – ROAD NAME CHANGE – CHANGE SPROOKEYS ROAD TO COUNTRY LIVING LANE IN MOREHEAD CITY

### INFORMATION TECHNOLOGY

Ray Hall, CGCIO  
IT Director  
Information Technology



252-728-8506  
ray.hall@carteretcountync.gov  
<http://www.carteretcountync.gov>

To: Board of Commissioners  
From: Ray Hall, IT Director  
Date: May 16, 2018  
Subject: Public Hearing – Road Name Change – Change "Sprookeys Rd" to "Country Living Ln" in Morehead City

The owner of the property located at 1809 Sprookeys Rd has submitted a request to change the street name that currently serves Country Living Mobile Home Park. The proposed new name for the road is "Country Living Ln". This name does not duplicate any other road name in the county and has been approved by the Town of Morehead City. The households on this road will be addressed off of the new road. This change will be presented in a Public Hearing pursuant to the County's Road Name and Addressing Ordinance (Section 16-7) and N.C.G.S. § 153A 239.

### INFORMATION TECHNOLOGY

Ray Hall, CGCIO  
IT Director  
Information Technology



252-728-8506  
ray.hall@carteretcountync.gov  
<http://www.carteretcountync.gov>

### PUBLIC NOTICE

Pursuant to Chapter 153A 239.1 of the North Carolina General Statutes, the Carteret County Board of Commissioners will hold a public hearing on June 4, 2018 at 6:00 p.m. in the Board of Commissioners' Meeting Room in the Administration Building at Courthouse Square in Beaufort to consider a road name change from Sprookeys Rd to Country Living Ln in Morehead City. A copy of the proposed change is available for public inspection in the Carteret County Information Technology Department located at the Administration Building, 302 Courthouse Square, Beaufort.

Ray Hall  
Information Technology Director

Advertise: Carteret County News-Times  
Friday, May 25<sup>th</sup>, 2018  
Sunday, June 3<sup>rd</sup>, 2018





**Motion:** Commissioner Comer made a motion to open the public hearing to receive public comment on a road name change – change Sprookeys Road to Country Living Lane in Morehead City; seconded by Commissioner Wheatly. **Motion carried unanimously.**

Ms. Maureen Dougherty, GIS Specialist & E911 Addressing Coordinator, provided an overview of the request and noted that Sprookeys Road currently services Country Living Mobile Home Park, and the owner is requesting to change the name from Sprookeys Road to Country Living Lane. Ms. Dougherty shared that the proposed name does not duplicate any other road name in the County and the Town of Morehead City approves.

Commissioner Wheatly inquired why it was named Sprookeys Road; Ms. Dougherty shared that she understands it was a family name of the owner at the time.

Commissioner Smith asked if it affects anyone other than those in the trailer park; the response was no.

**Motion:** Commissioner Comer made a motion to close the public hearing; seconded by Commissioner Smith. **Motion carried unanimously.**

**Motion:** Commissioner Comer made a motion to approve the renaming of Sprookeys Road to Country Living Lane in the official Carteret County Street Index and the 911 Addressing System; seconded by Commissioner Smith. **Motion carried unanimously.**

## VII. CONTINUED BUDGET DISCUSSION

### FIRE & EMS BUDGET

Mr. Mark Shouse reviewed the document shown below with Commissioners and shared there were very few changes and the process went smoother than usual. Mr. Shouse commended several of the fire departments, especially those down east, that operate on a shoe string budget and do a very good job being good stewards of the money.

Mr. Shouse shared that for the Newport District, they requested an increase last year; it was not approved. This year, they requested an increase of two cents from a tax rate currently of seven cents to a tax rate of nine cents. Mr. Shouse shared that it is recommended by the Fire & EMS Commission. Newport is doing a comparable increase for the in-town area as far as taxes, and they have submitted a five-year capital improvement plan; they are doing what they need to do; their new chief is doing a good job.

Mr. Shouse shared that the Stella Fire District was taken over by Western Carteret ILA at the request of the County; they have additional needs, hence the increase.

Commissioner Comer inquired about the district break-down of the fund balance for Stella/Western ILA. Ms. Meshaw noted that she would share information learned.



Mr. Shouse provided information on the EMS Districts as noted on the document.

Mr. Shouse called for any questions from Commissioners.

Commissioner Comer noted that it appears from the minutes of the Fire & EMS Commission, that the meetings went well; and complimented the Fire & EMS Commission; have seen a great transformation; lots of professionalism out of the departments and EMS groups.

Mr. Shouse asked that the Commission feels that Commissioners need to begin to think about long-range planning for some of the departments; there are eleven rural departments; some of them are border-line as far as financial; they are having difficulties staffing; volunteers are going away; County may be looking at taking over or assisting financially some of these departments.

FY 2018-2019																	
DISTRICT			DISTRICT REVENUE SOURCES					TAX RATES		TAX LEVY	ADDITIONAL INFORMATION						
	Expenditures Requested by District	Expenditures Recommended by EMS / Fire Commission	Other District Revenues	County Reserve Funds Requested	District Fund Balance Appropriated	County Projected Sales Tax	Ad Valorem Taxes to District	FY 17-18 Rate	Exact Tax Rate Needed	Tax Rate Recommended Rounded to 1/2 cent	Tax Levied	Tax to Be Paid to the District as Requested	Amount to County Reserve Funds	Districts' Fund Balance as of 12/31/17	Districts' reserve on County Books 04/30/18	One Cent	BOC Approved
Fire Districts																	
* Atlantic Township (DownEast)	91,440	91,440	-	-	-	23,000	68,440	8.00	8.00	8.00	68,440	52,175	16,265	128,607	-	8,555	
* Beaufort Fire District		435,170	-	-	-	115,000	320,170	5.50	5.50	5.50	320,170	320,170	-		89,997	58,213	
* Broad & Gates Creek	414,310	414,310	1,910	-	-	102,000	310,400	4.00	4.00	4.00	310,400	296,000	14,400	353,406	40,921	77,601	
* Cedar Island Fire District	73,384	73,384	5,085	-	3,894	16,000	48,405	10.00	10.00	10.00	48,405	48,405	-	18,499	3,178	4,841	
* Davis Fire District	87,750	87,750	-	-	-	22,500	65,250	8.50	8.50	8.50	65,250	65,250	-	181,146	57,356	7,577	
* Harkers Island Fire District	582,630	582,630	103,215	-	-	120,000	359,415	11.00	11.00	11.00	359,415	354,840	4,575	219,448	95,222	32,574	
* Harlowe Fire District	104,220	104,220	-	-	-	26,500	77,720	7.50	7.50	7.50	77,720	77,720	-		33,784	10,363	
* Marshallburg Fire District	252,316	252,316	-	-	4,515	64,000	183,801	9.00	9.00	9.00	183,800	183,800	-	200,487	99,938	20,422	
* Mill Creek Fire District (28% Fire)	46,114	46,114	2,069	-	2,380	10,500	31,165	4.50	4.50	4.50	31,165	31,165	-	40,179	12,890	6,926	
* Morehead City Fire	360,000	360,000	-	-	-	83,000	277,000	5.00	5.56	5.00	249,245	277,000	(27,755)		79,065	49,849	
* Newport District	1,405,717	1,405,717	884,562	-	-	110,000	411,155	7.00	9.00	9.00	411,155	411,155	-		17,756	45,684	
* North River Fire District	76,950	76,950	-	-	10,910	20,000	46,040	7.00	7.00	7.00	46,040	46,040	-	337,778	52,976	6,377	
* Chewy Fire District	264,885	264,885	4,950	-	-	64,000	195,935	8.00	8.00	8.00	195,935	195,935	-	180,323	88,116	24,492	
* Satter Path Fire District	86,835	86,835	-	-	-	20,000	66,835	7.00	9.00	9.00	66,835	66,835	-		20,727	7,428	
* Sea Level Fire District (DownEast)	65,050	65,050	-	-	-	17,000	48,050	9.50	9.50	9.50	48,050	48,050	-	128,607	8,886	5,058	
* South River Fire District	149,556	149,556	15,211	-	-	34,500	99,845	6.00	6.00	6.00	99,845	99,845	-	33,808	56,367	16,641	
* Stacy Fire District	29,935	29,935	75	-	-	7,700	22,160	8.50	8.50	8.50	22,160	22,160	-	54,334	16,872	2,807	
* Stella Fire District (Western Carleton)	248,180	248,590	-	-	-	32,000	226,590	8.00	10.00	10.00	226,590	216,180	10,410	300,164	93,316	22,659	
* IJA - Western Carleton Fire	973,834	1,005,596	164,536	-	-	154,000	687,030	4.00	6.00	6.00	687,030	599,495	87,535	300,164	102,627	114,505	
* Wildwood Fire District	582,000	582,000	-	-	-	150,000	432,000	6.75	6.71	6.75	434,720	432,000	2,720		145,271	64,403	
						1,191,700					3,952,371	3,844,220	108,150				
EMS Districts																	
* Beaufort Rescue	1,526,790	1,526,790	353,645	22,905	-	275,000	875,240	7.00	6.00	6.00	875,240	875,240	-	426,519	277,319	145,873	
* Broad & Gates Creek Rescue	565,610	565,610	150,200	5,115	-	100,000	310,295	4.00	4.00	4.00	310,295	310,295	-	77,334	128,238	77,574	
* Mill Creek Rescue (72% EMS)	246,474	246,474	30,319	81,645	6,120	26,000	102,390	6.00	6.00	6.00	102,390	102,390	-	40,179	91,097	17,065	
* Morehead City Rescue	140,000	140,000	-	-	-	33,000	107,000	2.00	2.16	2.00	99,190	107,000	(7,810)		89,768	49,995	
* Chewy Rescue	582,010	582,010	160,950	-	-	89,000	312,060	6.50	6.50	6.50	312,060	312,060	-	160,323	74,432	48,009	
* Sea Level Rescue	488,110	488,110	147,500	-	-	85,000	255,610	10.00	10.00	10.00	255,610	255,610	-	128,607	12,981	25,561	
* IJA - Western Carleton Rescue	960,036	986,376	164,536	-	-	137,000	684,840	3.00	5.00	5.00	684,840	597,305	87,535	300,164	52,189	136,968	
						745,000					2,639,625	2,559,900	79,725				
Note: Ad Valorem tax revenue is based on assessed values provided by the CC Tax Dept.																	
* Compilation has it as one balance																	
Approved by the BOC																	

**Motion:** Commissioner Robinson made a motion to adopt the Fire & EMS portion of the budget; seconded by Commissioner Smith. **Motion carried unanimously.**

Commissioner Robinson commended all those involved.

## CONTINUED BUDGET DISCUSSION

Commissioner Comer shared that the Salvation Army had approached Commissioners asking for a commitment of funding from the County of \$200K. Commissioner Comer shared that he would like Commissioners to consider funding them \$40K over the next



five years; (2) For years, Cape Carteret has asked for help with their resource officer; all the towns have historically over the last four or five years, pitched in and pooled their resources to place a resource officer in the elementary school. Commissioner Comer shared that it is approximately \$6,400, and he would like to see Commissioners funnel the money through schools and let the schools contribute that on behalf of the County. (3) The Schools have shared that the sooner the better they know what Commissioners plan for their budget, it helps with making hires, etc.

**Motion:** Commissioner Comer made a motion in support of a \$200K contribution to the Salvation Army over a five-year period, at \$40K per year, and provide the school board \$6,319 in support of the SRO; seconded by Commissioner Farrington. **Motion carried unanimously.**

**Motion:** Commissioner Robinson made a motion to adopt the County Manager's budget as written, with the approval of the \$46K approved as spending off budget tonight, there is another \$240-260K coming for teacher raises; seconded by Commissioner Wheatly.

Chairman Mansfield shared that adding the health insurance increases and retirement increases, would add an additional \$445K.

Chairman Mansfield shared that he is okay with what was just voted for, and he is okay for the \$445,700; the raises for the classified employees is approximately \$370K. Chairman Mansfield noted that we would be committed to those raises over a three-year period of \$122K+ per year, and also the Community College and the School is interested in the MaST program, which would be an additional \$185K. Chairman Mansfield shared that within the Manager's recommended budget, we had about a \$660K miscellaneous item to cover items like this, but this would put us about \$125K short if we funded all these items, but that is not what is in your motion.

**Motion:** Commissioner Robinson shared that he would amend his motion to include the money to cover locally-funded teacher raises, the unclassified positions of \$122K for the next year.

Chairman Mansfield asked that Dr. Hauser go to the podium to answer some questions on the MaST Program.

Commissioner Comer asked for clarification on whether the State funded their portion of the MaST Program. Dr. Hauser shared they have not at this point. Dr. Hauser shared the College has figured out how to fund some of the expenses. Commissioner Comer clarified with Dr. Hauser that if they received \$185K from the County, that they could make the program move forward. Commissioner Comer shared that it will be important to figure out what they will do if they do not get the money from the State.

Mr. Bottoms shared that he emailed Representative McElraft the exact question in an attempt to ensure funding, as well as years two through six, and has not heard back. Commissioner Wheatly commented that she cannot guarantee it; Mr. Bottoms shared that she cannot; she just speaks on what they have done historically.



Commissioner Robinson noted that Commissioner Comer raised a good question and that was the reason he did not include it in his motion due to the uncertainty of additional funding.

Commissioner Comer noted that it is a two-track vocational pre-college; his concern is that he likes the vocational side; the pre-college part does not interest him as much. Commissioner Comer asked how we make sure that it stays vocational and the vocational piece grows and it does not become all pre-college. Dr. Hauser shared that they currently already have their schedules made for two of the tracks to be aquaculture and boat-building; if welding gets approved, it will start this fall.

Chairman Mansfield asked if the programs would provide employment for those in Carteret County. Dr. Hauser shared that they have apprenticeship programs with six different boat manufacturers; they will continue to work with those manufacturers and will align the curriculum accordingly.

Dr. Hauser shared that if the program is delayed, and the legislature does what they can do next year, they are OK starting next year; the point is they are ready; they are stepping forward with a strong partnership.

Chairman Mansfield asked where the Board of Education stands on the issue. Mr. Bottoms shared that they are fully supporting the early college project; the programs across the State have been successful.

Commissioner Robinson shared that they have outlined the mission of the program; those programs are currently being offered at the college; the benefit would be to avail itself to some students who start early. Dr. Hauser shared that it does start the path earlier at no cost to the student, and provides students a two-year head start if they continue to college.

Commissioner Robinson shared that aquaculture is being done everywhere in the world; it is not anything new; there are limited opportunities. Commissioner Robinson shared that it requires extensive use of the public waterways – the entire water column. The Marine Fisheries may be the medium that oversees this; they have no criteria established as to how much of the public's water column is going to be leased, what percentage of the water body would be available for these whole column leases, and how if any means would be for them to transfer from one to another. If you are not careful, you can open up a Pandora's box, and everybody that goes through the program is going to be applying for a lease for the entire water column and if it is not managed by Marine Fisheries; when this funding at the State dries up, you will have one or two big leaseholders. Commissioner Robinson noted that he wants everyone to realize that there are limits in the potential for young people to pursue. Commissioner Robinson shared that he moves not to fund it this year until they determine if they are receiving the State funding.

Commissioner Robinson shared that he would like to amend his motion.



**Motion:** Commissioner Robinson made a motion to adopt the Manger's budget, and fund the raises, increased benefit costs, and the health insurance, fund the classified employee raises over a three-year period; seconded by Commissioner Wheatly. Ayes: Commissioners Robinson, Wheatly and Cavanaugh. Nays: Commissioners Mansfield, Comer, Farrington, and Smith. **Motion failed.**

Commissioner Comer shared that he does have a problem starting something with a promise, but he does feel that it would happen, but it would be embarrassing if it did not; it does add stress not knowing about other funding. Commissioner Comer shared that he would like to be sure that the vocational programs remain strong.

Commissioner Robinson asked if it is a prerequisite to have a high school diploma to be involved in the program; response was yes.

Commissioner Wheatly shared with Mr. Bottoms that at the last meeting, he had asked if he had called principals about their remaining budget dollars, and Mr. Bottoms had shared that the amount was roughly \$50K; the actual amount was \$254K. Commissioner Wheatly stated that his question is that several weeks ago, he read in the paper where 61 of the teachers had traveled to Raleigh to protest salaries and the classrooms not being properly funded and that the mothers, parents, etc., were having to buy their supplies for their classroom activities, and asked if that was an accurate statement. Mr. Bottoms shared that it's not accurate for Carteret County; our schools are funded really well for supplies, but they draw the line between have-to-haves and want-to-haves. Commissioner Wheatly shared that it was a local teacher that was quoted. Commissioner Wheatly asked if some of this \$254K could have been diverted for classroom supplies. Mr. Bottoms noted that schools did have instructional money that had not been fully expended at that time either. Mr. Bottoms shared that a lot of their schools do not include all teachers in the budgeting process, and it may have been more from a lack of knowledge than a true way of how they run their schools.

Mr. Bottoms stated that they want their money spent early in the year to benefit the kids for as long as they can; that was his urgency. Every principal had a list of what they would like to do, but continued to hold off because something more urgent may come along.

Commissioner Wheatly shared that in the school budget, they are requesting \$24K to air condition a concession stand at the Croatan football field, and asked if it was a serious request. Mr. Bottoms shared that he feels that they could do it cheaper; their original plan was to air condition the whole facility; he feels that they need to go back and look at just the part of the building where they are serving from. Commissioner Wheatly shared that there was also a request for Beaufort Elementary for \$24K to air condition a weight lifting room. Mr. Bottoms shared that it was Beaufort Middle School; the room was not intended to be a classroom, but is now used as a classroom. Commissioner Wheatly noted that the cost to air condition one room was exorbitant. Mr. Bottoms shared that it would go out to bid, and he feels it could be some lower.

Commissioner Wheatly shared that one item he felt was missed, was that East Carteret High School has several fields close to the highway, and to satisfy the need for restroom



facilities, there were two port-a-johns placed there about four or five years ago. He does not see them addressed in the budget, and they need to be. Mr. Bottoms noted that the port-a-john is actually better than the brick facility there; it needs to be fixed and is in a long-range plan. Commissioner Wheatly shared that with all respect, that \$254,452 could have gone a long way in doing some of the projects that need to be done, and he feels that not saying something about it, would be him not doing his job, and he wants them to think about the taxpayer and get the best bang for their buck.

Commissioner Comer shared that regarding the raise situation that the State developed several years ago, they are probably doing what needed to be done to stay at par, but Carteret County has always been real good; the schools do a good job. To-date, the citizens have graciously kept up with everything the State has pushed down; you're obviously doing a good job with your resources, but we need to really look at efficiencies. At some point in time, we may be put in a position to say that we cannot continue to keep up with what everyone else is doing; sometimes, tough decisions have to be made.

Commissioner Robinson asked if there were any plans to repair the tennis courts at East Carteret; they have been like that eight or nine years. Mr. Bottoms shared that they need to be taken out; it is in the long-range plan; they are not repairable at this point.

#### **VIII. MANAGER'S REPORT**

No report

#### **IX. COMMISSIONERS' COMMENTS**

Commissioner Smith thanked everyone for coming out; thanked the Fire & EMS for what they do; thanked the School Board. Commissioner Smith noted that he would like them to pay attention to what Commissioner Comer said; the pocketbook does dry up sometimes.

Commissioner Cavanaugh shared that he and others attended the Memorial Day service over the Memorial Day weekend; it was well attended and thanked those that showed their patriotism. Commissioner Cavanaugh shared that Congressman Jones was the keynote speaker, and encouraged people to attend next year.

Commissioner Robinson commended the Fire and EMS people for the job that they are doing; especially those that are doing it with little resources; appreciates the confidence of the Board; Mr. Bottoms and Dr. Hauser. Commissioner Robinson shared that he will do what he can to learn what he can between now and approval of the budget; it is easier to start things than it is to end them; he would like to see some of the money coming forth from the State.

Commissioner Comer shared that he appreciates all the Fire and EMS personnel coming out tonight; appreciates the work that was put in; went real smooth. Commissioner Comer noted that he also appreciates the work of the EMS Commission. Commissioner



Comer shared that the sense he is getting is that everyone is pretty much in favor of what the schools have laid out; there are questions about MaST; we will have a decision at the next meeting. Commissioner Comer shared that the school system is doing a good job.


Commissioner Farrington reiterated what others have said; said he would like to remember Mr. Tom Hoover, Town Commissioner for Emerald Isle, who passed away on Friday, June 1<sup>st</sup>; he had served over nine years as a Commissioner for Emerald Isle and was very instrumental in the beach nourishment projects; he provided a lot of advice; he was a good man.

Commissioner Wheatly shared that he does not want to sound too critical in the comments he made about the school system, but he did want to point out those couple of items; when you add everything up, it comes up with a lot of money. Commissioner Wheatly shared that the school system has done a great job, but there is always room for improvement.

#### X. ADJOURNMENT

**Motion:** Commissioner Smith made a motion to adjourn; seconded by Chairman Mansfield. **Motion carried unanimously.**

  
\_\_\_\_\_  
Mark Mansfield, Chairman

  
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Rachel Hammer, Clerk to the Board